



THIS SUPERCEDES SCHEDULE C-749 DATED FEB., 1996

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-936

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RECORDS RETENTION AND DISPOSAL SCHEDULE**AGENCY** Central Services**DIVISION** Purchasing

| Item No. | Description | Retention |
|----------|---|--|
| 1 | <p><u>PURCHASE ORDERS?CHANGE ORDERS</u></p> <p>The standard Purchase Order/Change is an automated printed form to place orders or changes for commodities/services throughout the County and has four copies which are distributed (after authorization by Purchasing Agent) as follows:</p> <p>The White and yellow copies are sent to the vendor. The goldenrod copy, along with attached back-up info. are retained by the Purchasing Office and filed by vendor and numerically, respectively. The blue copy is forwarded to the receiving department and/or requesting user department.</p> | <p>Total retention period is eight years. Retain three years in office, five years in records center, then destroy.</p> |
| 2 | <p><u>BLANKET ORDER RELEASE CONTRACTS:</u></p> <p>A Blanket Release Contract is a contract resulting from accepting bids on purchase of commodities/services with a fixed (yearly or designated time) price. Blanket Order Releases are partial orders issued against an active Purchase Order and is an authorization for the vendor to ship whatever is described in the Purchase Order contract. The active contract is filed by Purchase Order Number; when the contract expires it is filed by Expiration Date. The standard Blanket Order Release is an automated printed form to order commodities/services throughout the County and has four copies which are distributed (after authorization by the Purchasing Agent) as follows:</p> <p>The white and yellow copies are sent to the</p> | <p>Total retention period is eight years. Retain two years in Purchasing office (one year while active and one year after expiration) six years in records center, then destroy.</p> |

Schedule Approved by
Records Management OfficerMay 31, 2001
Date

Signature

Schedule Approved by
Chief Administrative OfficerJune 5, 2001
Date

Signature

Schedule Approved by
Agency, or Division Representative5-30-01
Date

Signature

Schedule Approved by
State ArchivistAUG 22 2001
Date

Signature

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| Item No. | Description | Retention |
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| | <p>vendor. The goldenrod copy is retained by the Purchasing Office and filed in the contract folder numerically. The blue copy is forwarded to the receiving department and/or requesting user department.</p> | |
| 3 | <p><u>PRICE AGREEMENT CONTRACTS:</u></p> <p>A Price Agreement Contract is a contract resulting from accepting bids on purchases of commodities/ services. The standard Purchase Order Contract (Item #1) is created and distributed (after authorization by the Purchasing Agent). Contracts are filed by Bid Number (they include rejected bids).</p> | <p>TOTAL RETENTION PERIOD IS SEVEN YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE OR LENGTH OF TIME CONTRACT IS ACTIVE. FIVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> |
| 4 | <p><u>CONSULTING/PERSONAL SERVICE AGREEMENTS:</u></p> <p>These agreements consist of Architect/Engineer professional services, contractual services and miscellaneous professional consulting services. Agreements are filed by Agreement Number. They are prepared in quadruplicate and distributed as follows:</p> <ol style="list-style-type: none"> 1. Original - Purchasing (Record Copy) 2. Copy - Contractual Employee/Consultant 3. Copy - Finance 4. Copy - User Agency | <p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY.</p> |
| 5 | <p><u>CAPITAL IMPROVEMENT CONSTRUCTION CONTRACTS:</u></p> <p>These Contracts are concerned with long term projects such as road, bridge, building or utility facilities work. The files contain originals of contract documents with detail information and correspondence. Contracts are filed by Purchase Order Number after the contract is awarded. Rejected proposals that are re-bid are retained in the Purchasing Department while active.</p> | <p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF</p> |

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| | | FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY. |
| 6 | <u>RECORDING DISCS OF BIDS:</u> Bids received by the Purchasing Office are read and recorded in public. | TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. |
| 7 | <u>SURPLUS SALES:</u> A record of all County property sold as surplus at public auction is retained which includes the item and price obtained. | TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY. |
| 8 | <u>ADVERTISING:</u> All capital projects, bids, Council bills, traffic notices, and surplus property sales are advertised in local newspapers. | TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY. |
| 9 | <u>GENERAL OFFICE & CORRESPONDENCE FILES:</u> The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value. | Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material re- lated to the planning and policy that illus- trate the development of the Activity re- tain permanently for eventual transfer to the MD State Archives. |
| 10 | <u>INVENTORY SHEETS:</u> An annual inventory of the warehouse, print shop, stockrooms, garages, road divisions, water reclamation facilities, and all gasoline and diesel fuel are conducted, recording the quantity and stock number of each item, the price and extended value and the actual count. | TOTAL RETENTION PERIOD IS FIVE YEARS, THEN DESTROY. |
| 11 | <u>STOCK ROOM/WAREHOUSE REQUISITIONS:</u> Requisitions are prepared by department to order materials and supplies. There are three copies distributed as follows: | TOTAL RETENTION PERIOD IS THREE YEARS, THEN DESTROY. |

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| 12 | <p>The <u>white</u> copy is sent to Finance to charge the account The <u>yellow</u> copy is retained in the Print Shop</p> <p><u>PRINT SHOP BILLING:</u></p> <p>Invoice that includes quantity, job title and amount billed. Filed in alphabetical order by department.</p> | <p>TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY.</p> |